



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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SECOND FLOOR, SUITE 200, (D570C)
DOVER, DELAWARE 19904

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TELEPHONE: (302) 672-5500

M E M O R A N D U M

TO: All Charter School Fiscal Officers
FROM: Trisha L. Neely, Director
DATE: April 10, 2008
SUBJECT: **FY2008 GAAP Training Classes**

All Charter School Business Managers are required to attend a special training session relative to the annual GAAP financial reporting process requirements for charter schools. The meeting is scheduled on **Thursday, May 22, 2008, from 9:00-10:30AM.**

Topics to be covered during the special training session will include:

- The role of the charter schools.
- Specific challenges with the capital asset policy to include construction work in progress (CWIP);
- Overview of Division of Accounting's fiscal year 2008 timeline for financial reporting;
- New governmental accounting pronouncements.

You may bring an alternate or designee. Please annotate the alternate or designee on the class registration form, as well.

A copy of the registration form is available at http://accounting.delaware.gov/Memo_FY08.shtml.

Please complete the form and return it to Lewis Brooks by **May 1, 2008**. If you need directions or have questions, please contact Mr. Brooks at (302) 672-5524 or email at lewis.brooks@state.de.us.

TLN

Attachment

cc: Candace Casto, Administrative Auditor, Auditor's Office
Linda Fleetwood, Education Associate, Charter School Office
Louise Warfield, Administrative Secretary, DOE

FY 2008 Special Training Session Registration Form

This special GAAP training session is specifically for **Charter School Business Managers**. The session will be held in the 2nd Floor Conference Room of the Webb Building in Dover at 820 Silver Lake Blvd in the Silver Lake Plaza on May 22nd from 9 am to 10:30 am.

First Name	Last Name	DDS (org code)	Training Date	Phone
Example				
Lewis	Brooks	25-05-01	5/22	672-5524

DIRECTIONS: Please visit Mapquest.com or call (302)672-5500.

Please return the completed form by May 1, 2008 to Lewis Brooks at Lewis.Brooks@state.de.us Your registration will be confirmed at the time of registration.

For those without Internet or electronic file transfer capability, fax your form to 739-1200; attention Lewis Brooks.